

PRESERVATION UNIT
ANNUAL REPORT, JULY 1, 2006 – JUNE 30, 2007
Prepared by: Thomas H. Teper

I Unit Narrative

1) Unit Overview

The Preservation Unit serves the University Library through the provision and coordination of preservation services, including: Bindery Preparations, Brittle Books, and other contracted preservation services (conservation, deacidification, disaster recovery, protective enclosures, and reformatting). Other activities include: education and training, disaster response and preparedness, digital preservation management activities, participation in facilities management and improvement as related to preservation, and consultation on unit-based preservation activities.

2) Major Activities and Accomplishments

Brittle Books – processes monographs and serials too damaged for repair, orders replacement copies and facsimile reproductions, procures replacement pages for items missing pages, and works with DSD and CAM to mount reformatted copies online. Over the past year, the Brittle Books Coordinator and her student assistants have reformatted 643 brittle books and ordered 892 replacement pages. Additionally, the unit has been engaged in retrospectively converting and linking digital files to catalog records from items previously reformatted. Over the last six months, they converted 248 public domain items for linking to existing records.

Contracted Preservation Services – include additional preservation work for which there are no permanent staff. These activities include contract conservation, deacidification, disaster recovery, and reformatting of audio-visual materials. Over the past year, the unit coordinated deacidifying 1,499 monographs and 80,400 pages of manuscripts, contracted conservation of 20 monographs and other items, and reformatting of 6,388 items.

Physical Treatment – in the last year, Pamphlet Binding operations shifted from the Conservation Unit to the Preservation Unit and was administratively merged with Bindery Preparations. The combined operation completes an initial triage on items sent for repair (routing items as needed to Bindery Preparations, Conservation, or Brittle Books), completes simple rush repairs, provides services related to the commercial binding of serials and damaged monographic materials, completes pamphlet binding, and orders protective enclosures for items. Dependent for work upon receiving materials from departmental libraries, the Physical Treatment operation triaged 2,785 volumes, repaired 184 monographs, processed 25,233 monographs and serials (of which about 5,033 were monographs) for commercial binding, ordered 2,019 protective enclosures, supported the acquisition of 222 enclosures by unit libraries, and pamphlet bound 7,359 items.

Other - The Preservation Unit fulfills many roles outside of the core processes listed above. While many are production-oriented, the bulk of these activities are administrative in nature. Among others, these activities included: environmental monitoring, education and training, disaster response and preparedness, digital preservation management (DPM), work with IDEALS, grant management, engagement and outreach, participation in facilities management as related to preservation, and consultation on unit-based preservation activities. During the past year, the Unit's personnel have:

- Revised the Preservation and Conservation Program's Website:
<http://www.library.uiuc.edu/prescons/>.
- Managed and reported on the CIC-8 microfilming grant and the Save America's Treasures grant dedicated to preserving the Sandburg Collection. Also, the unit assumed a coordinating role for the USAIN V microfilming grant, helping members of the Funk ACES Library complete their obligation to that grant.
- Completed a second year's environmental monitoring for the RBML, began monitoring programs for the University Archives, Student Life and Culture Archives, Sousa, and the Stacks, and expanded monitoring to include the Chemistry Library and the HPNL. The environmental reports are available at:
http://www.library.uiuc.edu/prescons/environment_monitoring.html.
- Participated in preservation planning for the Library/CITES Institutional Repository program (IDEALS) – work included evaluating readiness for minimum certification as a trustworthy repository.
- Coordinated the Library's response to a significant steam leak in the Press Basement Storage Facility.
- Continued progress toward concluding a University-wide disaster response contract (currently awaiting BOT approval).
- Completed new Commercial Binding RFP for University.
- Worked with the Facilities Office and others on Stacks Sprinkler Project, identification of vendors for the Main Library reconfiguration project, and scoping out initial flat storage needs for Oak St, Phase II.
- Contributed to the activities of the Large Scale Digitization Working Group.
- Hired Media Preservation Coordinator (starting Sept. 2007)

Education & Training The Preservation Unit offered, coordinated, or participated in several training opportunities for library staff, the public, and the state.

- Dig. Pres. Mgmt (Anne Kenney/Nancy McGovern): 2-day for Library (12 attendees)
- Preserving Your Family Treasures: 1-day (20 attendees)
- IMLS Beyond Borders Session: 1-day (25 attendees)
- IFSI Disaster Recovery Workshop: 1-day (24 attendees)
- Dig. Pres. Mgmt. (for visiting Chinese Librarians: 2 sessions (30 attendees)
- LEEP Technical Services Class: 1 session (25 attendees)

Development

- Desert Illini (Palm Springs, CA) – January 2007

Campus Outreach

- Cultural Engagement Council Preservation Fair: 1-day (55 attendees)

Public Outreach

- Home Movie Day, July 2007
- Book Market on the Square, Saturday Aug 26, 2006.

3) Significant Changes to Unit

The Preservation Unit has experienced two significant changes in the past year. First, the move of the Conservation Unit to the Velde Conservation Lab in the Oak St. Storage Facility has required significant changes to the units' operations. Secondly, from September 2006 through the present, the Head of Preservation has also been serving as the Acting AUL for Collections, a situation that has drawn significant energy from the Preservation Unit's operations and development in the past year.

4) Contributions to Library-Wide Programs

As a component of the Library's Preservation and Conservation Program, the Preservation Unit's operations have contributed to the Library's program focused on collection maintenance and development. On a base level, our general operations have helped to improve the Library's ability provide patrons with continued access to content, helped to manage a collection that currently ranks among the University's largest capital investments, contributed to the development of IDEALS as a preservation environment and tool for supporting scholarly communications, supported digital content creation activities, provided some staff development and training opportunities, and were involved in several public engagement activities.

5) Goals

A) Status of goals from 2006-2007 (Objectives from Lib. Strategic Plan)

Objective	Area	Goal	Current Status
<i>Strengthen the capacity of existing preservation services</i>	Administration	Reorganize Unit Operations	Admin. Reorg. complete. Operations consolidated into 44 Main Lib., but physical changes still require Facilities support.
		Consolidate Operations in 44 Main Library	Drawings done; need timeline and support from Facilities
		Improve Statistics	Revised statistical gathering complete.
		Fill Media Preservation Coordinator Position	Complete; Emma Lincoln starts Sept. 3, 2007
		Develop RFP/Contracts for Media Preservation Services	To be done by Media Pres. Coordinator after start
		Identify Funding to "Permanently" Support Physical Treatment	Funded for duration of staff medical leave; perm. funding is undetermined
		Identify Funding to Support Media Preservation Services	Some start up funding for services and supplies identified
	Admin/Others	Complete grants for preservation services	One small grant submitted with SLCA. Discussion for RBML fire suppression begun, but not completed due to Facilities demands.

		Complete current grants (SAT, CIC, USAIN, etc...)	CIC-8 complete. SAT (Sandburg) complete USAIN wrapping up
	Brittle Books	Double Reformatting Capacity for Monographs	130% increase in number of items reformatted.
		Develop Process for Mounting Reformatted Monographs Online	Chris Prom, Bill Mischo, and Michael Norman have agreed to assist. 248 converted; first items mounted online this semester
		Develop Reformatting Services for Brittle Serials, including securing requisite student labor (w/ Admin. Support)	No progress.
	Media Preservation	Begin Evaluating Collections of Non-Print Media for Preservation Treatments	To be done by Media Pres. Coordinator after start
		Operationalize Media Reformatting Services	To be done by Media Pres. Coordinator after start
		Develop outsourced photo reformatting and conservation services	To be done by Media Pres. Coordinator after start
		Assist IDEALS Initiative and Media Center with Preservation Issues Associated with Media	To be done by Media Pres. Coordinator after start
	Physical Treatment	Reorganize physical treatment operations under single individual	Complete
		Coordinate mgmt. of student labor	Increasingly integrated.
		Oversee enclosure production svcs.	Complete.
		Complete new binding RFP (with Admin).	Complete.
		As Binding decreases, begin shifting labor and resources to deacidification and other services	No significant decrease yet, but funds shifting as available.
		Begin developing more effective training and outreach materials	No progress.
<u><i>Build the Library's capacity to preserve acquired and born digital content through the Development of a DPM Program and TDR</i></u>	Administration	Complete Digital Preservation Management TF Report, with recommendations to Library Admin. regarding next steps	No progress.
		Complete Gap Analysis for Library DPM Program	No progress.
		Begin developing DPM program	No progress.
		Complete participation in Portico, CLOCKSS and other preservation services	Participation in Portico is done. Funding to support participation ID'd from Preservation funding
		Continue developing preservation capacity of the IDEALS initiative	Outlining capacity to meet minimum requirements done; will document in IDEALS wiki
<u><i>Develop</i></u>	Admin/Physic	Expand outsourced conservation	No progress.

<i>conservation services that meet the needs of our unique special collections while supporting conservation needs that arise in the digitization of such materials</i>	al Treatment	services for RBML & University Archives	
		Develop cons. services for “minor” rare book collection (Law, etc...)	Moved to Conservation Unit.
		Begin developing more active conservation services for digital imaging projects	On hold pending DSD reports and development.... Can be drafted to support some projects.
<i>Improve safety, security, and environmental conditions of library facilities</i>	Administration	Contribute to Library Sprinkler Project	Already happening.
		Complete grant for RB fire suppression	Grant cycle ending 10/07. Incomplete due to Facilities commitments.
		Assist Facilities Office in implementing ID Cards	Pending completion of paperwork by Office of Facilities.
		Assist Facilities Office as needed in improving Library Facilities	Pending Office of Facilities Requests.
		Continue environmental monitoring program & expand to additional units	First report is completed on RBML. Monitoring includes HFL, UA, Sousa, Stacks, Chemistry, HPNL, and RBML.
		Advocate for improved RBML facilities	First environmental monitoring report is complete. Meeting scheduled w/ F&S representatives; no follow-through on their end. Funds ID'd to secure environmental engineer's evaluation in fall2007/spring 2008
<i>Strengthen Library's role as a center for education and training in preservation through collaboration with GSLIS</i>	Administration	Pursue “occasional” series of speakers	Initial reach to GSLIS. Moderate interest. Will pursue on own.
		Support practicum needs	None requested in last year.
	Admin/Other	Develop resources for post-grad program in preservation	Conservation Unit has pursued with Development and Public Affairs.

B) New Goals for 2007-2008

Objective	Area	FY07-08 Goals
<i>Strengthen the capacity of</i>	Administration	Reorganize Unit Operations

<i>existing preservation services</i>		
		Consolidate Operations in 44 Main Library
		Develop RFP/Contracts for Media Preservation Services
		Identify Funding to “Permanently” Support Physical Treatment
		Identify Add’l Funding to Support Media Preservation Services
		Complete proposal for new in-house reformatting services model.
	Admin/Others	Complete two grants for preservation services
	Brittle Books	Double Reformatting Capacity for Monographs
		Develop Reformatting Services for Brittle Serials, including securing requisite student labor (w/ Admin. Support)
	Media Preservation	Begin Evaluating Collections of Non-Print Media for Preservation Treatments
		Operationalize Media Reformatting Services
		Develop outsourced photo reformatting and conservation services
		Assist IDEALS Initiative and Media Center with Preservation Issues Associated with Media
	Physical Treatment	Coordinate mgmt. of student labor
		Oversee enclosure production svcs.
		As Binding decreases, begin shifting labor and resources to deacidification and other services
		Begin developing more effective training and outreach materials
<i><u>Build the Library’s capacity to preserve acquired and born digital content through the Development of a DPM Program and TDR</u></i>	Administration	Complete Digital Preservation Management TF Report, with recommendations to Library Admin. regarding next steps
		Complete Gap Analysis for Library DPM Program
		Begin developing DPM program
		Complete participation in Portico, CLOCKSS and other preservation services
		Continue developing preservation capacity of the IDEALS initiative
<i><u>Develop conservation services that meet the needs of our unique special collections while supporting conservation needs that arise in the digitization of such materials</u></i>	Admin/Physical Treatment	Expand outsourced conservation services for RBML & University Archives
		Begin developing more active conservation services for digital imaging projects
<i><u>Improve safety, security, and environmental conditions of library facilities</u></i>	Administration	Contribute to Library Sprinkler Project
		Complete grant for RB fire suppression
		Complete environmental engineer’s visit
		Begin discussing grant for RB Environmental Improvements

		Assist Facilities Office in implementing ID Cards
		Continue environmental monitoring program & expand to additional units
		Advocate for improved RBML facilities
<i>Strengthen Library's role as a center for education and training in preservation through collaboration with GSLIS</i>	Administration	Pursue "occasional" series of speakers
		Support practicum needs

6) Graduate Assistants

A) Number of GAs

- (1) One @ 25% for full year
- (2) One @ 25% for half year before funding shifted to Conservation Unit

B) Funding Sources for GAs

- (1) One funded through state funds; 0.13 FTE funded through endowment funds (now in Conservation Unit)

C) Major Responsibilities of GAs and their contributions to the Unit.

- (1) Currently, the Graduate Assistant in the Preservation Unit is working under the following responsibilities:
 - (a) providing support for grant applications and preservation projects,
 - (b) developing, implementing, and documenting an environmental monitoring program using the Image Permanence Institute's Climate Notebook software (<http://www.imagepermanenceinstitute.org/index.html>),
 - (c) developing and supporting websites, including general websites such as the Preservation and Conservation Unit's and more specific project sites such as the Carl Sandburg Preservation Project and online logs for the environmental monitoring program, and
 - (d) other duties as assigned.
- (2) During the past year, the GA has:
 - (a) Implemented a significant environmental monitoring program involving the RBML, SACAM, University Archives, HPNL, Chemistry Library, Hort Field Lab, and Main Stacks. Currently, we are exploring the migration and manipulation of data from the Oak St. Storage Vault.
 - (b) Completely redesigned the Preservation and Conservation Unit's website
 - (c) Developed shared statistical gathering tools for Brittle Books, Commercial Binding, and Pamphlet Binding.
 - (d) Conducted research and began drafting a Digital Preservation Policy for the University Library
 - (e) Began conducting research and development of a Disaster Response Workshop in support of GSLIS CE activities.
- (3) Assistantship Reviews:
 - (a) Jie Zhao is the first GA in the Preservation Unit and has not undergone a formal review.

II Statistical Profile

1) Facilities

A) Total User Seating (NA)

2) Personnel

A) Faculty

(1) Thomas H. Teper (Faculty) (100%) (Full reporting year)

B) Academic Professionals

(1) Annette Morris (Academic Professional) (100%) (Full Reporting Year)

(2) Josie Petry (Visiting Academic Prof.) (80%) (Full Reporting Year)

C) Civil Service Staff

(1) Erich Burkhardt (Library Assistant) (100%) (Full reporting year)

(2) Karen Huffman (Library Specialist) (100%) (Full Reporting Year)

D) Graduate Assistants/Hourlies

(1) Jie Zhao (25%, assistant) (August 2006-June 2007) – (State Support)

(2) Elizabeth Berfield (25%, assistant) (August-December 2006) – (Mellon Endowment)

E) Undergraduate Hourlies

(1) None

F) Volunteers

(1) None

3) User Services

A) Credit Courses

(1) 3 hr (multi-presenter) lecture on various aspects of technical services in libraries:
LIS578LE *Technical Services*, Prof. Vondruska, June 11, 2007.

4) Collection Management – (NA)

5) Preservation

A) Personnel

(1) Full year

(a) Academic 2.8 FTE

(b) Civil Service Staff 2 FTE

(c) GA 0.25 FTE

(d) Undergrads 1.77 FTE

(e) *Total = 6.82*

(2) Weighted/Partial Year

(a) Academic 0 FTE

(b) Civil Service Staff 0

(c) GA 0.13 FTE

(d) Grad Hourly 0 FTE

(e) Undergrads 0 FTE

(f) *Total = 0.13*

(3) TOTAL PRESERVATION FTE = 6.95